



**The American Embassy Malabo** located at Malabo II Highway requires the services of a Physician. The medical services contract will be written for a given number of hours and reviewed every time those hours expire. The contract start date is expected to be **May 17, 2021.**

Under the supervision of the Regional Medical Officer, based in Abuja, and the A/MGTO, the physician may be called upon to provide coverage in other locations within the RMO region, however this would typically be by telemedicine. The contract medical doctor will be physically available to the Embassy Health Unit for 20 hours per week, which will include periods for outside trips needed as part of the job, and will be responsible not only for patient care, but for administrative requirements, such as inventories of medicines and other supplies, and occupational health services for locally employed staff, as identified in the Statement of Work (SOW).

At a minimum, the bidder must meet the following requirements when submitting their proposal:

- **Education:** possess a medical degree from an accredited U.S medical school or foreign equivalent.
- **Experience:** a minimum of two years of relevant **professional experience** post-training or residency is required in an international organization or large local medical institution.
- **Language:** Level III Spanish (fluency, professional spoken and written) is required. Level III English (fluency, professional spoken and written) is required. **This may be tested.**
- **Skills and Abilities:** the medical doctor must have good interpersonal and customer service skills. The incumbent shall have an active medical license in Equatorial Guinea or show the ability qualify for one, or have an active medical license in the US, Canada, or equivalent. They must have detailed knowledge of the local medical system including medical capabilities, facility/provider strengths/weaknesses and how to successfully interact with the local health care system. The incumbent must be knowledgeable in all areas of general medical practice. and must be comfortable taking care of patients of all ages. Special consideration will be given to candidates having experience in the stabilization and ongoing medical treatment of medically unstable patients.
- Have no adverse criminal record.
- Have no political or business affiliation that could be considered contrary to the interests of the United States.

The proposal must include the medical doctor's required hourly rate in CFAs. The most technically qualified instructor will be selected based on his/her hourly rate and teaching background. The Request for Quote and Statement of Work are on the following pages. The proposal is due by 5pm on Monday, May 3, 2021.

## **U.S. Embassy Malabo**

### **REQUEST FOR QUOTE**

#### **Medical Doctor**

Please review the Statement of Work on the following pages and prepare a proposal which includes the following information:

1. Full name
2. Email address
3. Phone number
4. Required hourly fee in CFAs
5. Medical work experience
6. Education
7. Medical licenses and credentials
8. Three references, including full name, email address and/or phone number of persons who can speak to your medical qualifications and experience

Interested parties should deliver the written proposal to the U.S. Embassy Malabo **on or before 5pm on Monday, May 3, 2021**. No proposals will be accepted after this date. Your proposal must be written in English and must be submitted in a sealed envelope marked "Medical Doctor Proposal" to the General Services Officer, U.S. Embassy Malabo, Malabo II Highway (beside Sonagas), Malabo, Equatorial Guinea or you may email your proposal to [MalaboP@state.gov](mailto:MalaboP@state.gov).